

# Video Editor/Producer for USA.gov



Project Title	Video Editor/Producer for USA.gov
Project Summary	In this position, the person will edit USAGov videos, including Facebook Lives. This person will also when needed help produce and caption videos for accessibility. The person will report to the Marketing and Outreach Team Lead. For more information on USAGov, please visit <a href="https://www.usa.gov/explore">USA.gov/explore</a> .
Country	United States
Country/Region of Focus	United States

## Project Description

### Key Responsibilities:

#### General

Responsible for some initial concept through scripting, editing and delivering the final product through broadcast quality media, web based media or a variety of video formats.

Provide pre-production planning and digital image acquisition.

Provide high-quality video editing.

Able to troubleshoot issues in the editing process.

Will help with editing 2-3 videos a month

#### Publishing

Uploads videos to YouTube channels

Delivers video in formats for easy upload to Content Management Systems and other social media channels.

### WEEKLY/MONTHLY

Provides ideas for multimedia efforts

Makes sure videos are 508 compliant (captioned, voice over, contain audio description files, color contrasted, and transcribed)

Edits existing videos, makes recommendations for content lifecycles uses

Participates in video concept brainstorm

### WRITING

Assists with script writing, makes recommendations for concepts and storyboards

Helps develop storyboards

## Required Skills or Interests

### Skill(s)

Editing and proofreading

Videography

## Additional Information

You will be part of a six person team. Learn more about us at [USA.gov](http://USA.gov) and [USA.gov/explore](http://USA.gov/explore) and check out our social media channels, we're on Instagram, Facebook, Twitter, Snapchat, YouTube and Pinterest (all on our website footer).

### Qualifications/Character

Degree in film or media related field; or at least some experience in video production.

Some experience and training in post-production work including graphic design.

Action-oriented and displays focus, passion and initiative.

Knowledge of commonly used concepts, practices, and procedures in video production, graphic design and storytelling.

Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.

Effective visual, written and oral communicator.

Manages time and resources well.

Contribute to effective teamwork

Demonstrate problem identification, analysis, and solving

Promote and model the value of collaboration

A storyteller.

Organized and detailed.

Fast worker.

Self-starter and flexible to change as needed.

Proficient in Adobe Creative Suite or iMovie or other video editing software.

Spanish language skills a plus!

## Language Requirements

Language Speaking Proficiency	Reading Proficiency	Importance
Spanish	Minimum professional proficiency	Nice to Have